Budget Spreadsheet Journals

When entering budget journals with many lines, using the budget journal spreadsheet upload functionality in Cardinal can simplify the process for entering the data and save time.

To upload a budget journal spreadsheet, you first enter the journal information in an Excel macro. The user initiates the Excel macro to write the budget journal data to a .txt file that is then uploaded online in Cardinal.

To Create and Upload a Budget Spreadsheet Journal:

1   Download the two required files to your workstation from the Cardinal Project website (under **Toolbox > Forms > General Ledger**): **Budget Journal Spreadsheet Upload Excel Template (V_BUDJRNL3.xls)** and **Budget Journal Spreadsheet Upload XLA Macro File (Jrnlmcro2.xla)**. These two files must be saved to the same directory on your workstation. When downloading the **Jrnlmcro2.xla** file make sure that it has an extension of **.xla**.

Note: You can create multiple journal workbooks by saving a clean **V_BUDJRNL3.xls** file as **V_BUDJRNL4.xls**, etc. However, the macro sheet file name and extension, **Jrnlmcro2.xla**, must not be changed or renamed.

2   Open the **V_BUDJRNL3.xls file**. Upon opening this file, a security banner will display.
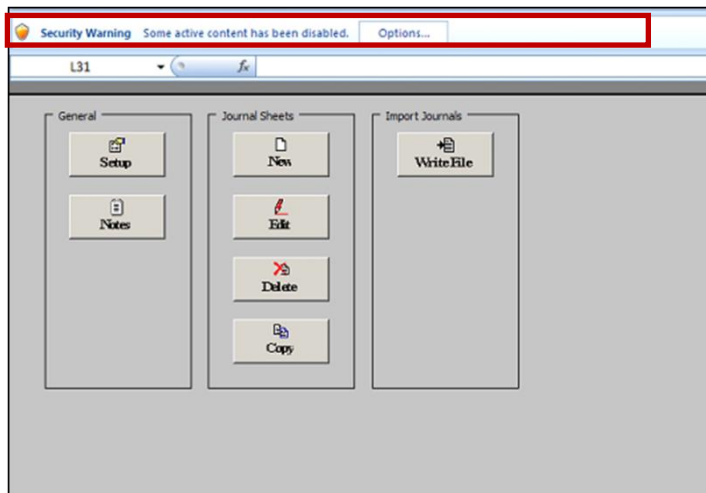
3   Click on the **Options** button at the top of the screen beside the **Security Warning** message.

- The button will be **Enable Contents** or **Enable Editing** if using Excel 2010.

4   If a pop-up box displays, select **Enable this content** and click **OK**.

5   If a second box displays, click on **Enable Macros**.

6 The Budget Journal Spread Sheet Upload page displays. Under the **General** section on the page, click the **Setup** button to access the **Define Options and Defaults** dialog box. Options set here will auto-populate budget journal sheets and budget journals created within this workbook. After completing the fields, click **OK**.
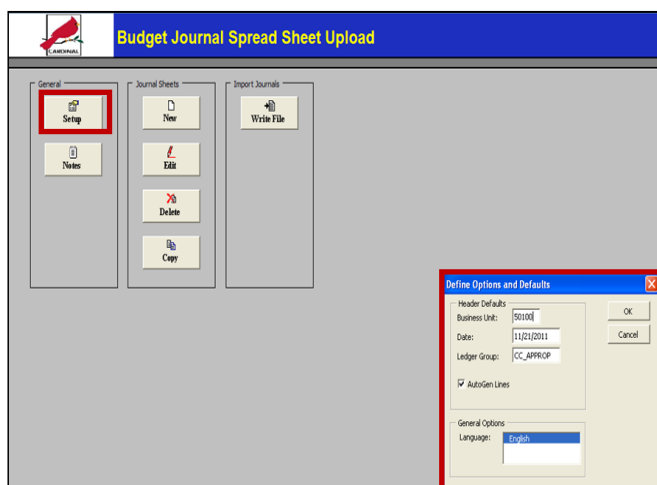

Enter the following values:

- **Business Unit**

- **Date** - Enter the journal date. You can also leave the Date field blank and enter the appropriate date for each journal header individually. It is critical to enter a budget journal date that coincides with the budget period entered on the budget journal line. (Example: Budget Period 2012 entries must have a budget journal date between 07/01/2011 and 06/30/2012.) This has a potential impact on the data returned on nVision reports.

- **Ledger Group** - Enter the value (e.g., **CC_APPROP)** in CAPITAL letters.

The second button under **General** on the **Budget Journal Spread Sheet Upload Home** page is the **Notes** button. This button can be used to access another worksheet in the workbook that can be used as a scratch pad for instructions, calculations, and comments.
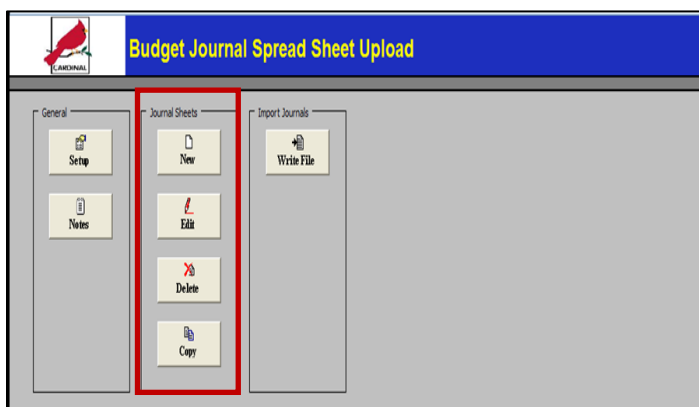
A workbook can contain as many journal sheets as needed. Each sheet will be a separate journal. There are four buttons under the **Journal Sheets**:

- **New** - inserts a new journal sheet

- **Edit** - edits an existing journal worksheet

- **Delete** - deletes one or more journal sheets in the workbook

- **Copy** - copies one journal sheet to a new journal sheet saved under a new name

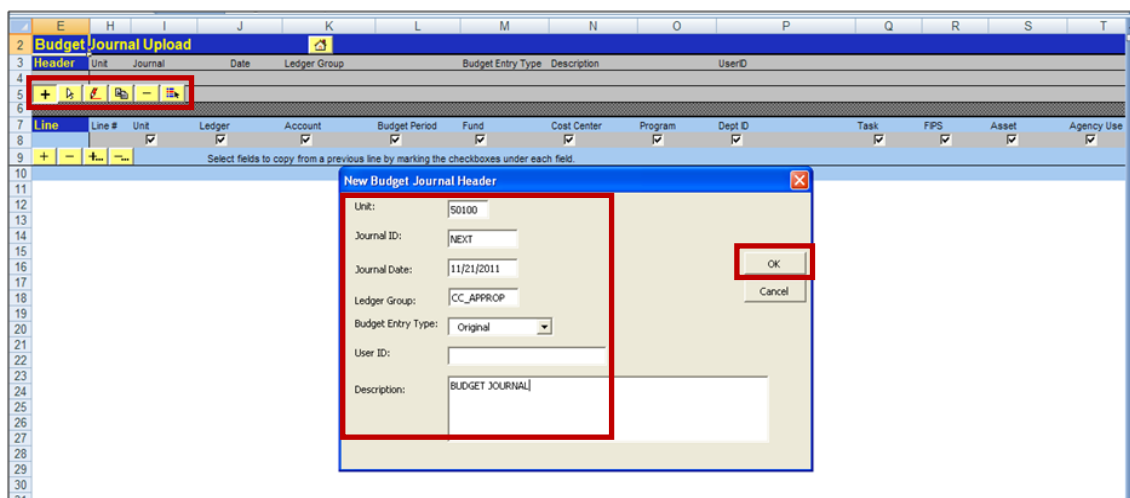**7**   Click the **New** button to insert a new Journal Sheet.

8   In the dialog box, enter a **New Budget Journal Sheet Name** and click **OK**.

The journal sheet name does not correspond to, nor will it transfer to, anything within Cardinal during the upload.

9   The **Budget Journal Upload** spreadsheet displays. Under the **Journal Header** there are 6 buttons:

- A **+ (plus sign)** button that adds a new budget journal

- A **Select Journal** button that opens an existing budget journal

- An **Edit Journal Header** button used to make changes to the budget journal header

- A **Copy Journa**l button used to copy a budget journal header and lines

- A **Delete Journal** button used to delete a budget journal entry.

- A **Change Import Status** button used to mark a journal status as **Import** or **Do Not Import**
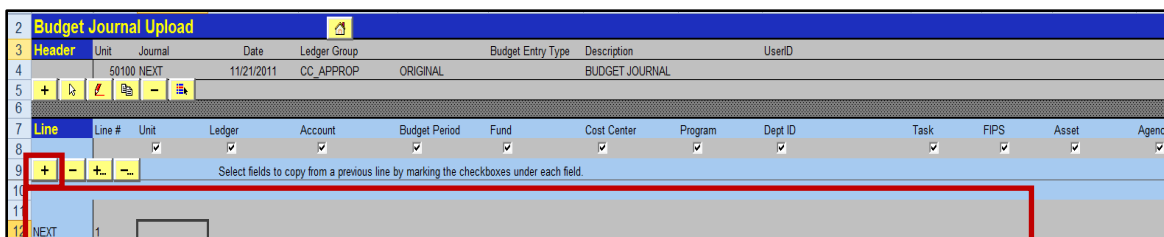
10 Under the **Journal Header**, click the **+ (plus sign)**. The values entered from the **Setup** page (Step 5) default onto the Journal Header. For **Journal ID,** enter **NEXT**; the **Journal ID** will be assigned by Cardinal when the journal is uploaded.
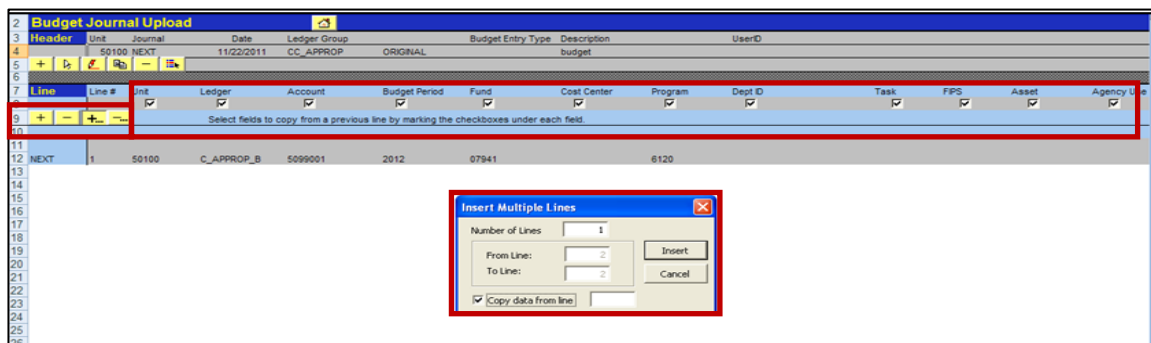
Enter the **Budget Entry Type**, and **Journal Description.** You can fill in the **User ID**, but the system will override this value with the ID of the user who actually uploads the spreadsheet journal into Cardinal.

Then click **OK**.

11 Under **Journal Lines**, click the **+ (plus sign)**. A new journal line appears in the next row.

On each journal line, the macro automatically populates the **Journal ID** cell and sets it to **NEXT** and automatically increments the **Line #** cell as new lines are added.

12 Enter in **Unit** (i.e., **Business Unit**) and **Ledger** (e.g**., C_APPROP_B** in CAPITAL letters). Next, enter all the applicable ChartField values and **Amount**. There are also two optional fields at the end of each line. One is the **Ref** and the other is the **Description**. The **Ref** field allows a user to add a reference to each budget line. A reference cannot be more than 10 characters (letters and/or numbers). The **Description** field allows a user to add a description to each budget line. It cannot be more than 30 characters (letters and/or numbers). You may use the scrollbar to scroll right.
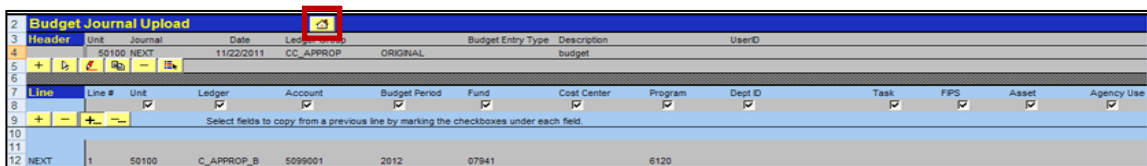
Under the **Journal Line** there are 4 buttons:

- Click the **+ (plus sign)** to insert a single budget journal line

- Click the **– (minus sign)** to remove a single budget journal line

- Click the **+...** button to add multiple lines or the **-...** to delete multiple lines. Then enter the number of lines you wish to insert/delete in the dialog box.

- Check the box directly under the **Unit**, **Ledger** and **ChartField** name(s) to copy the value on the preceding line to the subsequent line.

Data from another Excel spreadsheet can be copied and pasted into this Excel file.

- Ensure the order of the ChartFields copied is in the same order of the ChartFields displayed in this Excel file.

- Ensure all ChartFields copied are formatted as text except amount which should be number with two decimal points.

- Before you copy, insert the correct number of multiple lines using the plus sign (+) followed by three periods.

13 After you successfully enter all the lines for the journal, select **File – Save** from the Excel Menu, to save the file.

14 Click the **Home** icon, to return to the **Budget Journal Spread Sheet Upload** page.
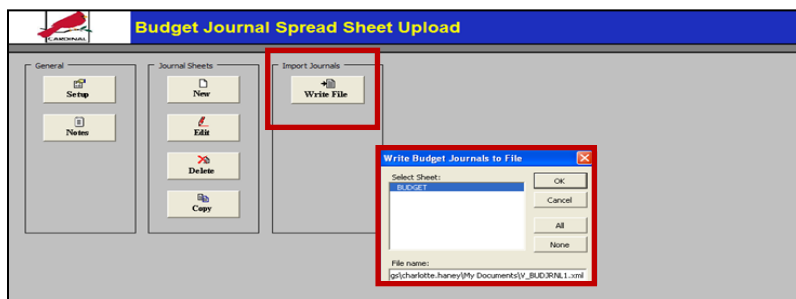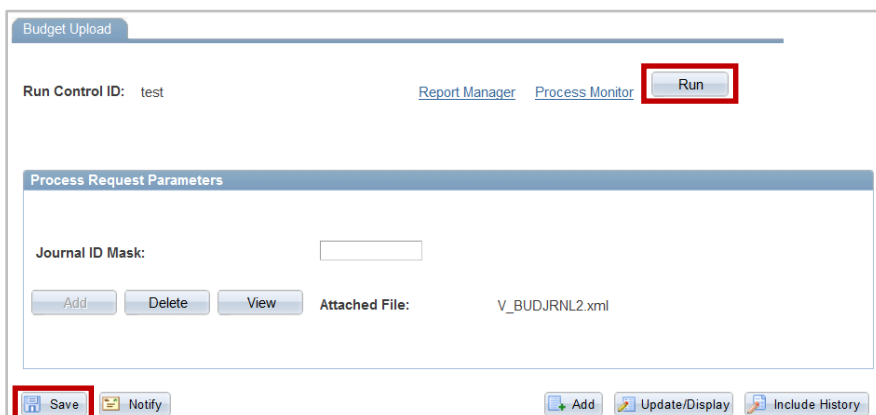
15   From the **Budget Journal Spread Sheet Upload Home** page, click the **Write File** button under **Import Journals.**

16   Select the sheet name created; ensure the sheet is selected before proceeding (when the sheet is selected it will be highlighted in blue). Note the location to where the file is written in the **File Name** field at the bottom of the box. You can also rename the file from **V_BUDJRNL3.xml** to a logical name to easily sort many files. Then click **OK**.

17   Log into Cardinal and navigate to **Commitment Control > Budget Journals > Upload Spreadsheet Budget Jrnl.**

18   Add or Find an Existing Run Control ID. The **Budget Upload** page appears.
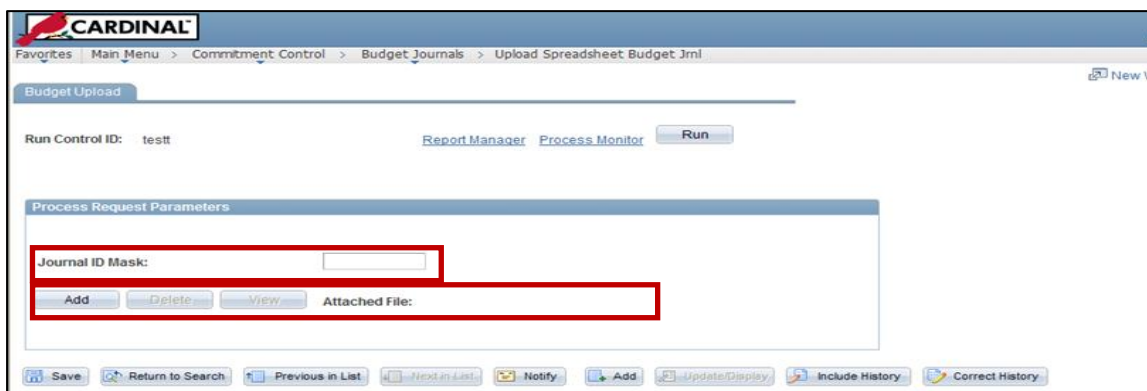
19   Enter a **Journal ID Mask** if you wish to precede the auto-numbered journal id with a journal identifier, such as **CNV** used for budget entries created at conversion.

20   If using an existing **Run Control ID**, delete the existing attached file by clicking the **Delete** button. Then, click the **Add** button to attach your new file. The File Attachment dialog box is displayed. Click the **Browse** button. Locate the path displayed in Step 16 and **Select** the .**xml** file you wish to upload. Click the **Open** button. Click the **Upload** button. The name of the file you selected for upload is now displayed in the **Attached File** field on the Budget Upload run control page. (The **Delete** button is used to remove the attachment and the **View** button is used to display the contents of the attachment.)
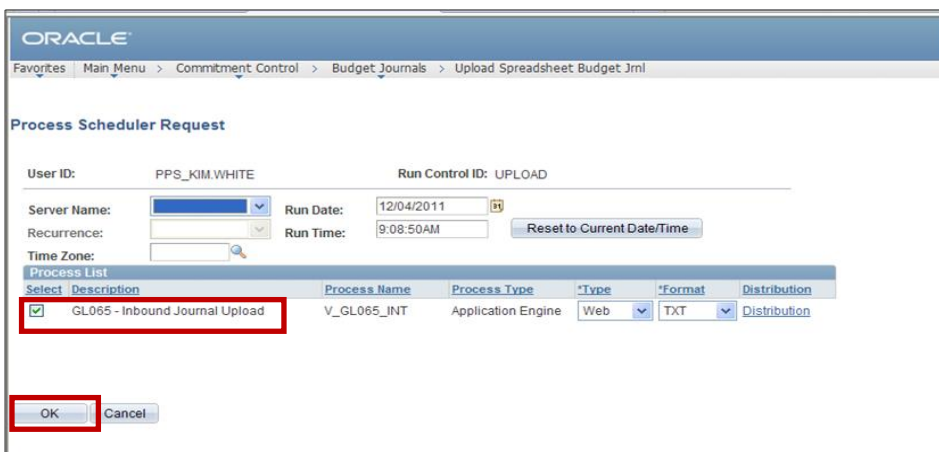
21 Click **Save** and then **Run**.
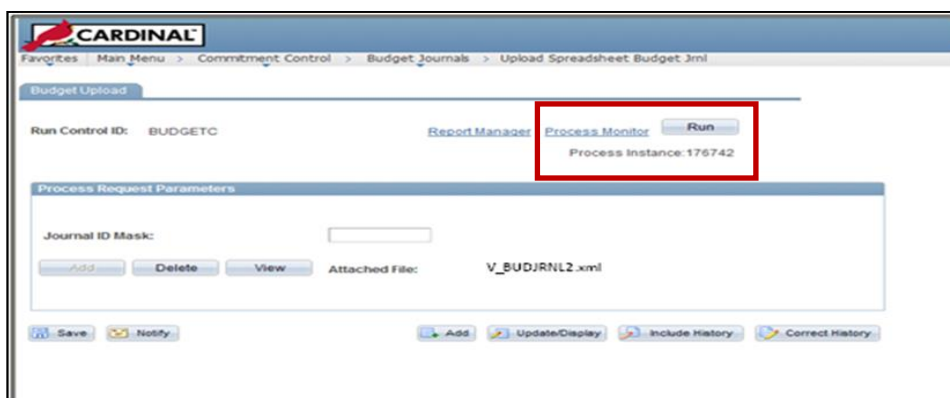
22 Verify the **Inbound Journal Upload** process is selected, and click **OK**.
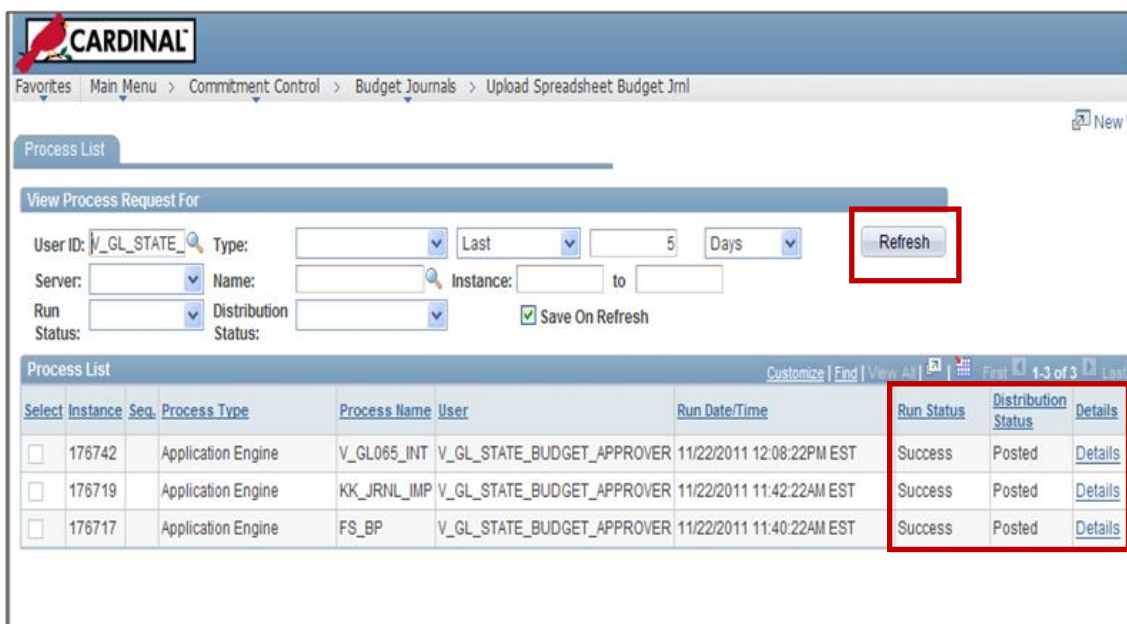
23 You will be returned to the **Budget Upload** page with a **Process Instance** number displayed under the **Run** button. Document this number.

24 Click the **Process Monitor** link.

25 Click the **Refresh** button until the process runs to **Success** under **Run Status** and **Posted** under the **Distribution Status**.

Click the **Details** link on the process line.
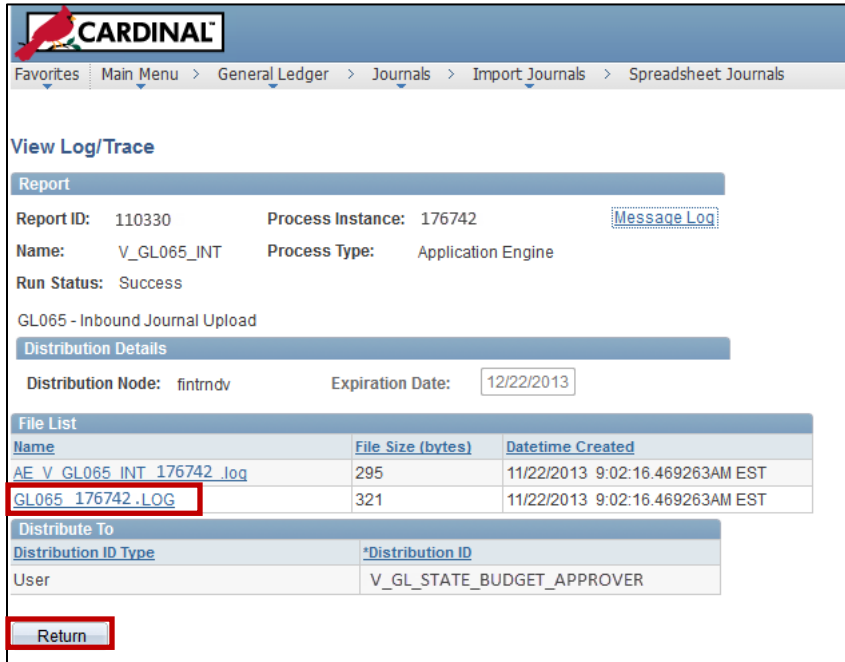
26 Click the **Message Log** and verify the **Process completed successfully with 1 journal imported**. The **Message Log** can also be used to view if there was an error with the upload.

27 Click the **Return** button on the **Message Log** page.

28 Click the **View Log/Trace** link on the **Process Detail** page.

29 Click on the **GL065 (process instance).LOG** file. A new window will open displaying the log. Note the **Business Unit** and **Journal ID** number that was created. Close the **.LOG** file.

30 Click the **Return** button.

31 From the **Main Menu**, navigate to **Commitment Control > Budget Journals > Enter Budget Journals**.

32 Click the **Find an Existing Value** tab and enter the **Business Unit** and **Journal ID** number noted in Step 29. Click **Search** to review the journal.

Please be aware that in order to view the **Ref** and **Journal Line Description** fields, the **Base Currency Details** tab has to be selected (**see example above**).

Uploading a Spreadsheet Budget Journal Simulation

See the Uploading a Spreadsheet Budget Journal simulation on the Cardinal website for an example of Uploading a Budget Spreadsheet Journal. The scenario provides a step by step guide that leads you through the process.